



Planning & Economic Development Committee
City Hall – 200 NE Moe Street
3rd Floor Conference Room

Subject	Meeting Agenda	Date	February 26, 2020
Recorder	Jess Matrazzo, Planning	Start Time	3:30 PM
Committee Chair	David Musgrove	End Time	
Committee Members	Connie Lord, Mark Kipps, Britt Livdahl		
Staff Present	Karla Boughton, Nikole Coleman, Jess Matrazzo		

Meeting Minutes		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	Questions & Concerns of the Committee	Welcome Mark Kipps, Britt Livdahl & Jess Matrazzo.
	Agenda and Extended Agenda Review	No meeting dates set.
	Approval of Meeting Minutes 10/23/19	Approved.
	Next Meeting: March 25, 2020	
2.	Agenda Items	
	a. PED 2020 Work Plan	<p>(No January meeting) Permits – comparisons between previous years given. Thus far, 7 pre-application meetings already. No final plats in 2019 – impacted building revenue and projections. 2019 plats that didn't come through are gearing up for 2020. 3 or 4 projected to break ground this year.</p> <p><u>2019 Organizational improvements:</u> We continue to implement electronic records (most files from 1970's -1990's [1998] are now scanned & searchable) – stopped due to funding constraints. We will archive physical files to free up floorspace. Older files are referenced quite frequently. Long-term plan is to use SmartGov to cross-reference files with current land parcels (concomitant agreements have this capability presently). Files will attached to parcels by SmartGov through County parcel map. Workload reduction: outsourcing 300' noticing requirements to 3rd party vendor on postcards. Implemented public portal through SmartGov (integrated), all active projects are accessible to the public. Implemented online appointments (end of Dec/early Jan). Citizen drop-ins, development community makes appointments; we manage calendar for Bldg/Eng/Plng. Installed new directional sign on floor to eliminate wayfinding interruptions. Purchased BlueBeam software to elevate development review capabilities- better presentations for City Council</p>

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		<p>and Hearing Examiner. Modify pdfs, integrate documents beyond AdobePro capabilities – a proper tool for working toward electronic submittal.</p> <p><u>2019 Special Projects</u>: Initiate ESA for Public Works site – consultant selected, PWC has - Karla possible future involvement w/ property valuation and determination. Poulsbo Event & Recreation Center (PERC):got \$250k grant from KPPFD. Local Planning Directors through KRCC - Centers Update to Countywide Planning Policy (topic b). Nikole spearheaded Housekeeping Code Amendments: mixed use flexible space, farmers market, tree cutting and grading ordinance (from 1995), least restrictive alternative (high risk facility) amendment.</p> <p><u>2020 WorkPlan</u>: Maintain statutory timelines for land use applications w/ increasing workload.</p> <p><u>2020 Special Projects</u>: Parks Dir and Karla will be leads on PERC Feasibility Study – hire consultant for PM. RFQs out today. March 27th deadline; intend to present PSA proposal to Council in April. Can extend ILA without. Wayfinding signage program work for potential WWU senior year intern. Kitsap Countywide Planning Policy's Amendment Package work: PSRC's Vision 2050. Kitsap County Buildable Lands Report – technical foundation for all jurisdictions resulting in urban growth area sizing – vital to 2024 Comprehensive Planning- Poulsbo's reduction factors. Shoreline Master Program Update (due June 2021- expect to begin release in May/June 2020)</p> <p>PMC Housekeeping Amendments Housing Action Plan Special studies included in City Council budget (60k) <u>Land Suitability Study</u>: developability of steep slopes in our City's 2 ridges (20k) <u>Commercial Land Market</u>: economic review in Poulsbo – looks at vacant land in terms of developability and zoning (carryover from downtown parking study 20k) <u>Critical Areas BAS Update</u>: critical area ordinance & informs natural environment section of Comp Plan (20k) <u>Community Outreach/Visioning</u> (20k) Sewer Infrastructure (engineering lead): Lemolo siphon is reaching capacity Phase 1 SR 305 (engineering lead): Forest Rock Lane to College Marketplace – supports Comp Plan Update; initiated for Edward Rose Review – Planning discretionary professional services budget (budget amendment request as needed</p>

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		in the future) Helen verified every address in Poulsbo for Census study, based on GIS – only 4 anomalies. (Major tasks table)
	b. PSRC Centers of Growth primer	Employment forecast (Kathy asked about calculation methods), Mark asked about Shipyard employment – discussion about how to get federal employment information 4 county area, districts, tribes and transit agencies elected officials Updating Vision 2050 – Serves as policy guidance for all counties and cities under PRSC umbrella. Growth Management Act – consistency Regional Centers Framework Centers guide regional growth allocations and represent priority areas for PSRC’s federal transportation funding. Countywide Planning Policy 3 Centers exist currently: Silverdale, Bremerton, and Puget Sound Industrial Center
	c. Review of contract with Beckwith for Housing Action Plan	Department of Commerce Grant (40k) Memo – inventory of existing housing needs, future needs assessment, identify gaps –policies and regulations evaluation, provides recommendations of actions to fill gaps Affordability for all-income housing RFP December (4) – interviews, chose Beckwith (30 years experience, has done >100 assessments). Next week Beckwith consultant agreement will be on City Council consent agenda. Robust scope of work includes 3 hour brainstorming retreat with City Council. Form Affordable Housing Task Force. More to come.
3.	Committee Reports	
	Poulsbo Chamber of Commerce (TBD)	
	Port of Poulsbo (Musgrove)	
	Historic Downtown Poulsbo Assoc. (Lord)	
	Suquamish Tribe (TBD)	
	KEDA/PSRC/EDD (TBD)	Kathy Cocus

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Future Agenda Items			
No.	Item(s)	Responsibility	Meeting Date
	Viking Avenue Update	Mayor	
	Council Goals	CC	
	Tools and Funding Opportunities on Economic Development	Committee	
	Land Use Development Projects Update	Staff	
	National Heritage Area in the Pacific Northwest	CC	

The committee may add and discuss other items not listed on the agenda.

IT IS REQUESTED THAT ATTENDEES LIMIT THE USE OF SCENTED PRODUCTS (PERFUME, COLOGNE, HAIR SPRAY, AFTER SHAVE, LOTION, FABRIC SOFTENER, ETC.). FRAGRANCES CAN BE TOXIC SUBSTANCES TO SOME PEOPLE, CAUSING RESPIRATORY OR NEUROLOGICAL DISABLING ALLERGIC REACTIONS. THIS REQUIREMENT IS CONSISTENT WITH THE AMERICAN WITH DISABILITIES ACT FOR A BARRIER-FREE ENVIRONMENT.

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